



TERMS OF REFERENCE

PROJECT: Belize, Selva Maya Natural Resources Protection Project (KfW/IUCN)

ACTIVITY: Updating of the Management Plan for the Sarstoon Temash National Park.

Sub activity 1.3.1 To strengthen the effective management of resources in the protected areas

RESPONSIBLE: Saul Cruz, Forest Officer

Juanita Garcia-Saqui; National Liaison Officer - IUCN/FD

Date: 05/02/2019

1. Background and Justification:

Selva Maya is a strategic block of important natural ecosystems. It is the second largest tropical forest of America, after the Amazon rainforest. It possesses an extraordinary diversity of endemic and endangered species, as well as important sites of historical and cultural heritage.

This landscape located between Belize, Guatemala and the southeast of Mexico, covers 42,300 square kilometers in a corridor of protected natural areas in which different categories of management converge. In some cases, these areas are separated by international boundaries but united by conservation and sustainable management efforts by governments, civil society and cooperation agencies, among other relevant actors.

The interest in protecting Selva Maya is reflected in the laws and initiatives of the three countries. For protected areas to have the desired effect, it is necessary to strengthen the capacity of institutions, their representatives and implementers at the local level and the communities in the region. In addition, it is necessary to handle the pressure that comes from increasing population, migration and unsustainable land use.

In this regard, on October 10th of 2010, the Government of the Federal Republic of Germany and the Central American Commission for Environment and Development (CCAD, for its acronym in Spanish) celebrated the Financial Cooperation Contribution Contract. In 2014, the Governments of Belize, Guatemala and Mexico, together with KfW, during the XLII Special Meeting of CCAD, elected the Regional Office for Mexico, Central America and the Caribbean (ORMACC, for its acronym in Spanish) of IUCN as the organization responsible for financial implementation and technical support of the Project " Selva Maya Natural Resources Protection Project, SMP", whose objective is to maintain the ecosystemic functions and cultural values of the Selva Maya that promotes the well-being of its people and offers environmental services of global importance.

The area of intervention is focused on Selva Maya protected areas of Mexico, Guatemala and Belize and the implementation of the project will be coordinated and co-executed by the protected areas entities of each country:

- In Belize, by the Ministry of Agriculture, Fisheries, Forestry, the Environment and Sustainable Development (MAFFESD);
- In Mexico, the National Commission of Protected Natural Areas (CONANP, as per the Spanish acronym) will be the leading entity, in particular the Yucatan Peninsula and the Mexican Caribbean directorate;
- In Guatemala, it is the National Council of Protected Areas (CONAP, as per the Spanish acronym) through its Regional Office in Petén.

The following is a brief description of the program:

Basic Concepts

The SMP aims to improve the management effectiveness of the Selva Maya Protected Areas, its connectivity, and strengthen coordination capacity between Belize, Guatemala and Mexico for conservation and sustainable management actions of the Selva Maya.

Protected areas prioritized for the project implementation in Belize

Areas of work are grouped into 3 blocks:

- Block 1: Caracol Archaeological Reserve, Chiquibul National Park, Chiquibul Forest Reserve, Vaca Forest Reserve;
- Block 2: Columbia River Forest Reserve, Sarstoon Temash National Park;
- Block 3: Mountain Pine Ridge Forest Reserve, Noj Kaax Meen Elijio Panti National Park, Rio Bravo Conservation and management Area (CMA)

2. JUSTIFICATION.

The Sarstoon Temash National Park (STNP) was established in Toledo in 1994. It is co-managed by the Sarstoon Temash Institute for Indigenous Management (SATIIM) and the Forest Department. The protected area (PA) was designated a wetland of internal importance under the Ramsar Convention in 2005. In 2010 a management plan was developed for the PA, but because the government had granted a permit for petroleum prospection in the PA which caused uncertainty regarding the way forward for the protected area, the management plan was never implemented. This plan is no longer valid since they are written for five years only.

The communities around the park along with SATIIM and other conservationist fought against this decision which after some time resulted in the revocation of the permit. Since then the SATIIM has been actively working in the area and have garnered the support of the buffer communities of the STNP. However, in order for the STNP to maintain its ecological integrity and its RAMSAR site status it needs to have a viable management plan. The STNP is in one of the priority areas of the project. The Selva Maya project aims to

“Maintain the ecosystem functions and cultural values of the Selva Maya that promote the welfare of its people and offer environmental services of global importance. In order to achieve its objective 80% of the PA assisted by the Project should have Management Plans so the updating of this plan is in line with the objective of the project. Moreover, the SATIIM is poised to work with the project in the development of the management plan alongside the buffering communities.

3. General Objective of the consultancy

- Develop the Forest Department’s capacity in the effective management of protected areas through the revision and updating of management plans.

Specific Objectives

- To update the Management Plan for the Sarstoon Temash National Park a prioritized protected area in block 2 of the project's area of intervention.
- To strengthen the capacity of the Forest Department in the development and revision of management plans.

The revision of the management plan must ensure community participation during its elaboration process and must have gender focus.

4. Deliverables

The Consultant will deliver the following products

Product 1. Inception Report that includes the following

- Key stakeholders and roles
- Detailed final work-plan validated by the Forest Department and the IUCN
- Stakeholder analysis
- Develop a participatory consultation meeting with key stakeholders to express concerns or approval on the approach of the consultant in the formulation of the management plan.
- Report of each meeting including face-to-face and distance sessions.
- Digital memory of each session: attendance lists, photographs in JPG format from 720p to 1080p (with copy rights and uses).

The report should be written using the following format:

- **STRUCTURE OF THIS REPORT**

- ✚ Cover page
- ✚ Table Of Contents
- ✚ Abbreviations
- ✚ Introduction
- ✚ Preparation of the Inception Report
- ✚ Proposed Approach and Methodology
- ✚ Detailed Plans for Management Plan Development
- ✚ Detailed Plans for Training
- ✚ Work plan validated by the Forest Department
- ✚ Annex

Product 2. Forest Department personnel training report

Training proposal must be developed and validated by the FD and IUCN. It must include:

- Training strategy: general objective, specific objectives, content and expected learning results.
- The topics to include in the training sessions are:
 - Data Collection
 - Data cleansing and validation
 - Data Analysis and Interpretation
 - Presentation of results
 - Standards to be met for Management Plans
 - Review process of Management Plans (submission, review and approval)
- Once the training proposal is approved by the FD and IUCN, a schedule of trainings must be presented and coordinated with the FD and the National Liaison Officer.
- Training Report: summary of results, attendance lists, photographs in JPEG format from 720p to 1080p (with copy rights and uses).

Product 3. Management Plan

Based on the inception report and consultation process with main stakeholders, the management plan must be reviewed and updated using the Belize National Management Plan Outline for Terrestrial Protected Areas and must include detailed description of the following where applicable:

- Executive Summary
- List of Tables and Graphs
- Acknowledgements

1. Introduction

2. Current Status

3. Analysis of Conservation Targets and Threats

4. Management Planning

- Glossary
- References
- Appendices

For final approval, a tracking sheet must be included within the final management plan showing that the last comments received in the validation workshop have been incorporated.

Product 4. Final Consultancy report.

The final report should encompass the methodology undertaken for the completion of this consultancy. Attach the generated products, all pictures and meeting reports as annexes.

The final report should be presented using the following format:

- Arial 11
- Page numbers on the bottom right hand corner of the page
- Consultancy's name at the header,
- Name and position (component developed) of the consultants or list the names and positions of the consultants that participated in the consultancy

Report should include:

- Introduction

- Objective
- Methodology
- Results
- Recommendations
- Conclusions
- List of references
- Present exoneration of the responsibilities with the following text:

The opinions expressed in this document are those of the author/s him/herself and do not necessarily reflect those of the Forest Department and the Natural Resources Protection Project.

Products from the consultancy, will be submitted in the following manner: two hard copies and one digital copies (in MS Word version) on USB according to the dates and payment conditions indicated below.

If in any report submitted by the Consultant, reference is made to third party documents, reports, studies, articles or chapters of books, manuals or handbooks, these sources have to be clearly disclosed in footnotes (minimum: title, author, year, institution) and where applicable, a full list of references has to be included in the report. In general, intellectual property of third parties has to be respected and treated accordingly.

5. Activities, programming, delivery schedule

5.1. Activities and programming

Specific objective	Key Activities	Month and weeks															
		1				2				3				4			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Review the existing management plan of the STNP and provide advice on the updating of the management plan specific to this area.	Develop a workplan in consultation with Forest Department																
	Identify key stakeholders and their roles																
	Develop consultation framework																
	Conduct stakeholder analysis																
	Submit inception report to the FD																
	Incorporate comments and submit finalize inception report (Product 1)																
Strengthen capacities of FD personnel in the review, data collection & analysis of management plans	Literature review																
	Design training proposal																
	Submit training proposal to the FD																
	Validation of training proposal by the Forest Department																
	Implement training																
Submit final training report (Product 2)																	
Revise and Update the	Stakeholder Consultation																

Specific objective	Key Activities	Month and weeks															
		1				2				3				4			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Management Plan for STNP and validate it with the main stakeholders involved in its management	Review management Plan																
	Submit updated management plan to FD for comments																
	Validate management plan with FD and stakeholders																
	Incorporate comments																
	Submit Final management plan (Product 3)																
	Submit draft final report																
	Incorporate comments from the Forest Department and IUCN Selva Maya Project																
	Submit Final report (Product 4)																

6. Schedule for the delivery and payment of products

The total cost of the consultancy will be implemented according to the following table:

Outputs	Percentage	Delivery date
Product 1. At approval of Inception Report	20 %	Week 3
Product 2. At approval of Forest Department personnel training report	20%	Week 7
Product 3. Upon Approval of Final Management plan document that includes other supplementary documents and minutes of stakeholder consultation.	40%	Week 13
Product 4. Consultancy Final Report	20%	Week 16

7. Duration and conditions of the consultancy

7.1. Period of the consultancy

Duration: 4 months

Start / End Date: June 1st, 2019- October 15th, 2019.

Location: Belmopan, Belize

Supervisor: Saul Cruz – Forest Officer

Juanita Garcia-Saqui - National Liaison Officer

7.2. Reporting

The consultant will be responsible for maintaining contact with the National Liaison Officer and the FD to ensure the proper execution of each of the stages of work, including consultation meetings and training workshops, among others.

7.3. Other expenses

- The consultant will assume his/her medical and life insurance.
- The consultant will cover transportation costs from the city where he/she resides to the work site, as well as lodging, food and local transportation.
- The consultant will assume the corresponding taxes.
- The consultant must have invoices and own bank account, assuming the costs of bank transfer when applicable.
- The consultant must have proper computer equipment

7.4. Form of work

The follow-up of the activities of the work plan will be carried out through meetings with the Forest Department team, the KfW-IUCN National Liaison Officer and key actors involved in the process. It is suggested that it be at least one every two weeks, or according to the schedule agreed at the beginning of the consultancy. Minutes of such sessions must be recorded. In undertaking this assignment, the Consultant is expected to work closely with the staff of the Forest Department.

Completion of the consultancy

- Review all documents developed with Forest Department personnel.
- Official presentation of the results of the consultancy with Forest Department staff and National Liaison Officer (KfW/IUCN Selva Maya Project).

8. **Qualifications and experience**

- Education:

Minimum Bachelor's degree in Forestry, Natural Resources Management or related field.

- Skills and experience:

At least 5 years' experience in formulating and updating management plans

Experience in delivering training courses

Knowledge of Belize's Environmental and Forestry Laws.

Experience in participatory processes and facilitation of consultation processes

Ability to coordinate teams

- Attitudes:

Responsibility and professionalism

- Others:

Good management of information technologies (basic Word package, e-mail)

9. **Direct beneficiaries**

- Forest Department

10. **Technical and financial offer**

Those interested should present the technical offer and budget proposal that responds to the contents of these Terms of Reference no later than May 15th, 2019. The proposal should be addressed to the National Liaison Officer Dr. Juanita Garcia-Saqui at selvamaya@forest.gov.bz and Saul Cruz at pa.manager@forest.gov.bz

- The technical offer and the budget should be presented separately. The budget should include: honorarium calculated by effective working days, indicate whether it includes GST or not.
- Administrative costs (telephone, stationeries, taxes, etc.) are to be included in the remuneration costs, calculated by effective working days.
- In the event that the consultant needs to travel or organize meetings, workshops or consultations in order to fulfil the present consultancy, the travel expenses and logistic cost should be included in the technical and financial offer.
- The consultancy is expected to be carried out over 30 working days (including all members of the consultancy team) over a period of five months (the final product is expected to be approved by October 15th, 2019)

11. Responsible for monitoring the use of the product

Forest Department